

SPAWARINST 1050.1J
SPAWAR 07-4
5 March 1998

SPAWAR INSTRUCTION 1050.1J

From: Commander, Space and Naval Warfare Systems Command

Subj: LEAVE AND LIBERTY FOR MILITARY PERSONNEL ASSIGNED TO THE
SPACE AND NAVAL WARFARE SYSTEMS COMMAND (SPAWAR)

Ref: (a) Naval Military Personnel Manual, NAVPERS 15560C
(b) SECNAVINST 7220.81
(c) BUPERSINST 1050.11F

Encl: (1) Leave Request/Authorization (Sample NAVCOMPT Form 3065)

1. Purpose. To state leave and liberty policy and to publish leave procedures for the Space and Naval Warfare Systems Command.

2. Cancellation. SPAWARINST 1050.1H of 31 January 1989 is cancelled.

3. Definitions

a. Leave: The authorized absence of a member from place of duty, chargeable against the member (MILPERSMAN 3020020).

b. Liberty: A routinely authorized absence, at the end of which the member is actually on-board or in the location from which the member regularly commutes to work, which lasts from the end of normal working hours on one day to the beginning of normal working hours the next workday (MILPERSMAN 3030100).

4. Policy

a. Where service requirements permit, all military personnel shall be afforded the opportunity and will be encouraged to take a full annual leave of 30 days.

b. Personnel may leave the San Diego, California area on liberty without permission. No definite mileage restrictions are placed on the distance that may be traveled on authorized liberty. Special liberty (liberty during working hours) will be granted by the proper senior in strict accordance with reference (a).

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5. Approval Authority. Authority to grant leave or liberty is delegated to Vice Commander, Program Directors, Program Managers and Directorate Heads. They in turn may, and are encouraged to, delegate this authority to Division Directors.

6. Approval Procedure. Members shall request leave from their next senior having the proper authority. Each service shall use the appropriate forms used by their service.

7. Directorate Control. All directorates will keep a record containing military personnel leave dates, leave address, and a phone number where members can be reached.

8. Submission Procedure

a. After leave has been approved, Naval personnel shall submit enclosure (1) to the Leave Control Coordinator for assignment of a Leave Authorized Source Code (LASC). After the LASC has been assigned and logged, the leave papers will be separated: part 1 will be returned to the member; part 2 will be retained and filed by the Leave Control Coordinator in a file by the leave ending date.

b. Marine Corps personnel will forward their leave forms in accordance with their service's policy to HQSVCBN, MCRD/WRR.

c. Air Force and Army personnel will forward their leave forms in accordance with their service's policy to the appropriate activity holding their personnel file.

9. Departure on Leave. Before commencing leave, members will provide their Directorate with leave dates, leave address and a telephone number where they can be reached. Upon departing on leave, block 27a through 27c of the leave request will be completed by the member. The member will have the leave request in their possession while on leave. When departing on liberty, checking out with next senior is the only action necessary.

10. Extension of Leave. If an extension of leave is granted, the Leave Control Coordinator will remove the Leave Request/Authorization from the leave file; complete blocks 29a through 29c; make a copy and send it to the appropriate PSD; annotate with the extension date and refile the leave request by the new leave ending date.

11. Cancellation of Leave. If leave is cancelled, the member will annotate "CANCELLED" in block 30 and return the form to the Leave Control Coordinator who shall then sign the leave request, annotate "CANCELLED" next to the appropriate LASC in the logbook, remove the leave request from the file and forward it to the appropriate PSD.

12. Return from Leave. On return from leave, member will report to his/her senior for duty. Member will complete blocks 28a through 28c on the leave request and return it to Leave Control Coordinator, who will then enter the appropriate number of days to be charged on the leave request/authorization, accordance with reference (b). The Leave Control Coordinator will

then sign the forms and send to the appropriate PSD. This must be done not later than five days after the leave ending dates.

13. Leave with Travel. Leave taken with travel is allowed after getting approval from the senior with the appropriate authority. Government agencies have been criticized in the past for permitting leave where it could be construed that the travel was arranged both as to time and place in order to provide transportation for leave at government expense. The authorizing senior shall ensure that when leave is granted, in conjunction with travel both the fact and the appearance of impropriety is scrupulously avoided. The traveler should annotate in block 21 of the TEMMAD Travel Orders the dates of leave to be taken; leave must start the day after the last day of travel if not returning to work. Upon return, the member, when completing the Travel Voucher, will annotate block 8.

14. Retirement/Separation Leave. If requested, any unused leave may be taken upon retirement with approval of the member's reporting senior. Any leave in excess, or not taken before retirement, will be repaid up to the authorized number of days. Separation leave will be administered in accordance with MILPERSMAN 3020250.

15. Inclusive Leave. Determination of inclusive dates of leave to be charged will be based on the member's normal working hours. The days of departure and return from leave will not be charged as leave if the member was at the place of work for all of the normal working hours of the assigned workday. When the day of departure is a normal workday, the member is required to complete their normal workday before departing on leave, and when the day of return is a normal workday the member is required to return in time to start and complete a normal workday. Special liberty will not be granted for the purpose of extending leave. If the day of departure or return is not a normal workday, leave may begin or end at any time during the day. For examples, consult reference (b).

16. Compressed Work Schedule. The day allowed off due to a compressed work schedule (CWS) will be treated as a non-workday in accordance with reference (b).

17. Leave to Foreign Countries. For permission to travel on leave or liberty to foreign countries, consult reference (c).

18. Emergency Leave. Outside normal working hours, emergency Leave Request/Authorization will be completed by the Command Duty Officer (CDO) on behalf of the member. The CDO will complete block 1 through 21 as appropriate and sign in block 23 as the Approval/Reviewing Officer. Block 24 will contain the name/code of the person who received the emergency notification; and if possible, the superior who granted the emergency leave. At the earliest possible date, the member will be encouraged to come in and sign their leave request. Cases of extended emergency leave involving excess leave will be handled on a case basis by military personnel office.

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19. Verification. The Leave and Earning Statement should reflect the correct leave balance, allowing about one month for the computer inputs to be processed. If two months pass and the leave balance remains incorrect, call this to the attention of the Leave Control Coordinator.

20. Action. All SPAWAR directorates shall implement the provisions of this instruction upon receipt.

/s/

G. F. A. Wagner
Rear Admiral, U.S. Navy

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